

### Compensation & Benefits

(continued)

- Short Term/Long Term Disability:**  
The City pays 100% of the premium which offers up to 2/3 income protection.
- Health Insurance:**  
The City provides health insurance (HMO or PPO) through CalPERS. The City contributes up to \$1,020.96/month for family coverage. Premium costs paid for by the employee above the \$1,020.96 can be made on a pre-tax basis.
- Dental Insurance:**  
The City provides dental insurance through Delta Dental (DHMO or PPO). The City pays for two-party coverage (\$76.44/month). Premium costs paid for by the employee for family dental coverage above the \$76.44/month can be made on a pre-tax basis.
- Flexible Spending Account:**  
Employees may choose to participate in pre-tax payroll deductions which are deposited into an account that can be used for qualifying medical and dependent care expenses.
- Tuition Reimbursement :**  
The City reimburses up to \$1500 per fiscal year for tuition costs for voluntary off-duty job related courses
- Holidays, Sick Leave, and Vacation Leave:**  
The City observes 13 paid annual holidays and provides accruals of 72 hours of Sick Leave. Vacation leave accrues based on months of service beginning with 6.55 hours per month in the first year. Sick Leave and Vacation Leave hours are accruable and may be accumulated.
- 9/80 Work Schedule:**  
The standard work schedule for the City of Torrance is 9/80 working hours each Monday – Thursday with alternate Fridays either 8 hour days or non-working days.

### Application & Selection Process

Interested candidates are required to apply on-line at [www.TorranceCA.Gov](http://www.TorranceCA.Gov). The application process requires submission of the following:

- City Application Form
- Resume
- Supplemental Questionnaire (Please respond to these three questions):

- Please summarize your experience with managing an organization wide volunteer program. Describe your success and challenges with volunteer management. Be specific in how you resolved issues related to volunteers.
- Please describe your experience in developing and coordinating an Emergency Operations Plan in accordance with Standard Emergency Management System (SEMS) guidelines and/or the National Incident Management System (NIMS).
- Please describe your experience in serving as a liaison among various agencies and jurisdictions for the purpose of emergency services planning and coordination.

Complete application packets will be screened according to the criteria described in this brochure. Candidates with the most relevant qualifications will be invited to participate in the selection process. The selection process will consist of a qualifying application review and oral interview (100%).

### Key Dates

The application filing deadline is **September 28, 2012, 5:30 p.m.** PST. Interviews are tentatively scheduled for **October 18, 2012.**

Candidates with disabilities who require special testing arrangements must contact the Human Resources Department prior to **September 28, 2012.**

### Additional Information

For questions about the application or testing process, please call (310) 618-2915 or e-mail [jobinfo@TorranceCA.Gov](mailto:jobinfo@TorranceCA.Gov).

Please direct inquiries about the position to Kelli Lee at [KLee@TorranceCA.Gov](mailto:KLee@TorranceCA.Gov).

Visit [www.TorranceCA.Gov](http://www.TorranceCA.Gov) to find out more information about our community.


The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

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CITY OF

TORRANCE

A Balanced City



Prevent      Prepare      Respond      Recover

TORRANCE POLICE DEPARTMENT

IS RECRUITING FOR

Emergency Services Coordinator





## The Community

The City of Torrance, located in Los Angeles County’s South Bay, borders on the Pacific Ocean and beach communities to the west and the Palos Verdes Peninsula to the south. Ideally situated near the 405 (San Diego) freeway and twenty minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a ¾ mile stretch of beach and the Madrona Marsh, a fresh water habitat. Torrance is within a 45 minute drive of many of Southern California’s major attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of 147,405 and is the 6th largest city within Los Angeles County, California. Due to its large employment base, the community’s daytime population is significantly higher than the permanent population peaking at 200,000. The area enjoys a pleasant year round climate with moderate temperatures, gentle sea breezes and low humidity. The City boasts 31 parks on 350 acres of parklands and open space. The 500 seat James Armstrong Theatre and the “theatre-in-the- round” Nakano Theatre within the Torrance Cultural Arts Center Complex are excellent venues for both professional and local productions. Helping to round out the community’s cultural offerings is the nearby El Camino Community College campus that houses an art gallery, planetarium and a 2000 seat theatre.

The community’s population is culturally diverse as shown by the school district’s estimate that its students speak over 80 languages.

Contributing to this diversity are world class international companies such as Toyota Motor Sales, U.S.A., American Honda Motor Company, Robinson Helicopter, Panasonic and Virco Manufacturing, each of which call Torrance home. Four major shopping centers are located in Torrance, including the Del Amo Fashion Center, one of the largest shopping centers in the world and currently undergoing a significant expansion and refurbishment.

Approximately 1000 new homes have been constructed in Torrance during the past three years. Home prices range from \$500,000 to over \$1 million, which include condo-miniums, patio homes and single family homes.

Overall, Torrance is a quality of life oriented community that offers a wide variety of entertainment, recreation, cultural and volunteer opportunities.

## City Government

The City of Torrance is governed by the Mayor-Council-City Manager form of government with an elected Mayor and six Council Members who appoint a City Manager, a City Attorney, and members of 14 advisory commissions, boards, and council. The Executive team works under the direction of the City Manager based on merit principles. Torrance is a full service city with an annual budget of approximately \$200 million and a staff of over 1200 organized in 13 departments: City Manager, City Attorney, City Clerk, City Treasurer, Community Services, Communications and Information Technology, Community Development,

Finance, Fire, General Services, Police, Public Works, Transit. The City Clerk and the City Treasurer are elected positions. The City Manager and the City Attorney report directly to the City Council.

## Police Department

The mission of the Torrance Police Department is to preserve public safety and quality of life for the City of Torrance, to respond effectively to the changing needs of the community, and to promote mutual respect between the Police Department and the people we serve. The Department’s primary concern is community safety. With the support of over 300 employees and a budget of \$67 million, Torrance Police Department is touted as one of the safest cities in the country.

## The Position

Under the direction of the Community Affairs Division, the Emergency Services Coordinator develops, coordinates, and maintains the City’s Emergency Preparedness programs which cover response and recovery programs; acts as staff to the City’s Disaster Council, and represents the City at the local, regional, and state level in emergency preparedness matters; and performs related duties. This position is responsible for the disaster preparedness programs, in coordination, conjunction and collaboration with all City departments to maximize the City’s potential to prevent against, prepare for, respond to and recover from both natural and man-made emergencies and disasters.

The Torrance Police Department’s Community Affairs Division prides itself as an organization that is dedicated to providing a variety of resources based on community needs. The City’s disaster preparedness program is actively engaged with community groups and works

closely with a robust volunteer population who embrace emergency preparedness. As such, volunteer management is an integral part of this position. The fervent community support and involvement is a reflection of the strong spirit of commitment and service.

**The goals of the Emergency Services Program are:**

- To prepare and promote the community’s ability to prepare for an emergency/disaster;
- To prepare City employees and Disaster Service Volunteers to handle an emergency/disaster at home and in the workplace;
- To strengthen City departments’ ability to respond and recover to an emergency/disaster;
- To prepare and maintain systems, supplies and other logistical items to support emergency/disaster response and recovery; and
- To promote and coordinate with external agencies and organizations to assist the City in its preparedness efforts, mitigation measures, disaster response and recovery.

## Priorities

**As the Emergency Services Coordinator, the incumbent will be tasked with the following priorities:**

- Manage an active volunteer community in support of disaster preparedness programs. The program has three major volunteer programs: Animal Disaster Team (ADT), Community Emergency Response Team (CERT), and Torrance Amateur Radio Association (TARA).
- Maintain the Emergency Operations Plan which incorporates the principles

from the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) into the City’s emergency operations. The update to the Plan is due for renewal in 2015. In addition, this position will be authoring the companion Hazard Mitigation Plan.

- Administer the overall training of each City department’s compliance with the Emergency Operation Plan in conjunction with the E-Prep team.

## Ideal Candidate

### Professional Attributes

A successful candidate possesses the following attributes:

- Proactive
- Motivated self-starter
- Adaptable work style
- Experienced in volunteer management
- Knowledgeable in disaster preparedness principles
- Resourceful in community outreach
- Effective written and oral communication skills
- Outstanding interpersonal skills
- Strong community relations orientation
- Steadfast integrity

### Education & Experience

Any combination of education/ experience that would be equivalent to: Graduation from a college or university with a Bachelor’s degree in public administration or a related field; three years of experience in the development, coordination and administration of an emergency management program; and

possession of or ability to obtain a valid California Class C driver’s license.

## Compensation & Benefits

- **Monthly Salary Range:** \$6,195 - \$7,533 on a five step pay range. Appointments are typically made at the first step, depending on qualifications.
- **Retirement :** Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). The City offers the 2% @55 plan which is funded through both employer and employee contribution. The City contributes 10.468% and the employee contributes 7% on a pre-tax basis. This position also receives a supplemental retirement benefit in the PARS system, enhancing the retirement formula to approximately 2.46% @55.
- **Social Security and Medicare:** Employees currently contribute 4.2% toward Social Security and 1.45% toward the Medicare.
- **Voluntary Deferred Compensation:** The employee has the option to participate in the City-administered deferred compensation plan consisting of a 457 plan.
- **Life Insurance:** The City pays the premium for \$50,000 group term life insurance and \$50,000 for accidental death and dismemberment coverage. Supplemental coverage is also available.

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